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EXECUTIVE PROCEDURES FOR SURVEY GROUP

1. The first task of the group will be to establish the type of problems that should normally fall under its consideration. It should then establish a priority of problems to be considered.
2. The task of the Executive Secretariat will be to prepare terms of reference under which the problems and questions can be examined most effectively. These terms of reference will normally be derived from informal consultation with the individuals most qualified.
3. After the terms of reference for a given study have been agreed upon the Survey Group will determine the person or persons most competent to participate in the examination of the problem.
4. The study of the problem will be prepared either directly by the Executive Secretariat or in conjunction with the Executive Secretariat. When prepared, it will be circulated to the members of the Survey Group an adequate period of time in advance of the date of discussion. The summary of the problem will in every case isolate the main issues, the alternate courses of action, and will suggest the most appropriate mechanism for expediting effective action once a decision is reached or a policy established.
5. The discussion of the problem will originally take place in an informal environment, preferably outside of any Agency offices. As a rule, the primary author of the paper will present it. The discussion will normally continue until agreement is reached or until it becomes evident that further study of the question is indicated.
6. If further study is required, the procedure outlined above will be repeated.
7. If agreement is reached, the Executive Secretariat will arrange to have prepared by the appropriate staff element, the necessary instructions for implementation by ADPC. In the event the agreement reached cannot be implemented within the competence of ADPC's authority, the Executive Secretariat will arrange to have the appropriate staff element prepare the necessary recommendation for ADPC's signature.